



MID-COUNTY REGIONAL SERVICES CENTER • 2424 Reddie Drive, #220 • Wheaton MD

Phone: 240-777-4940 • Web: [www.montgomerycountymd.gov/gilchrist](http://www.montgomerycountymd.gov/gilchrist)

## Spring 2016 - Wheaton

### BASIC COMPUTERS I FOR ABSOLUTE BEGINNERS

Learn: Computer fundamentals, Microsoft Windows, basic Microsoft Word and Email

No.	Class Schedule	Date	Taught in	Registration
A	Tuesday, 7:00-9:00 pm	April 26 - June 14	Spanish	Wednesday, April 13 at 5 pm
B	Wednesday, 9:30-11:30 am	April 27 - June 15	English	Wednesday, April 13 at 1 pm
C	Wednesday, 5:00-7:00 pm	April 27 - June 15	English	Wednesday, April 13 at 5 pm
D	Wednesday, 7:00-9:00 pm	April 27 - June 15	Spanish	Wednesday, April 13 at 5 pm
E	Saturday, 9:00-11:00 am	April 23 - June 18	Spanish	Saturday, April 9 at 10 am

### INTERNET INTENSIVO PARA PRINCIPIANTES EN ESPAÑOL

Requisitos: Utilizar y tener completo conocimiento del uso del mouse y del teclado. (Muy importante); Tener una cuenta de correo electrónico y utilizarla frecuentemente (preferible una cuenta de Gmail); Saber acceder (log-in) al computador y al correo electrónico.

No.	Class Schedule	Date	Taught in	Registration
F	Wednesdays, 12:00-2:00 pm	April 27 - June 15	Spanish	Wednesday, April 13 at 1 pm

### BASIC COMPUTERS II FOR BEGINNERS

Prerequisites: Solid keyboarding and mouse skills and frequent use of email. Learn: More MS Word, Internet, other MS Office applications and general social media

No.	Class Schedule	Date	Taught in	Registration
G	Tuesday, 5:00-7:00 pm	April 26 - June 14	English	Wednesday, April 13 at 5 pm
H	Thursday, 5:00-7:00 pm	April 28 - June 16	English	Wednesday, April 13 at 5 pm
J	Thursday, 7:00-9:00 pm	April 28 - June 16	Spanish	Wednesday, April 13 at 5 pm
K	Saturday, 11:00am -1:00 pm	April 23 - June 18	English	Saturday, April 9 at 10 am

**How to Register:** In-person, on the registration date and time listed for each class.

**Registration Fee:** \$15.00 for county residents, \$30.00 for non-county residents. CASH or CHECK only.

- Registration fee is not refundable; no make-ups or refunds for missed classes.
- Space is limited; each student can register for ONE class only.
- Registration is first come, first served until classes are full.
- Open to ages 18 years and up only.

#### Gilchrist Center will be CLOSED

**Spring Break:**  
3/25/16 - 4/1/16

**Memorial Day Weekend:**  
5/28/16 - 5/30/16

In case of **bad weather** please call: 240-777-4940.

#### WE CAN HELP YOU IN YOUR LANGUAGE!

Ask us about...Employment & Job Search— Computer Classes— Healthcare —Free or Low Cost Legal Help—Spanish Literacy and Classes— Tax Preparation, Volunteer Opportunities and more!

Find us on [GilchristCenterForCulturalDiversity](https://www.facebook.com/GilchristCenterForCulturalDiversity)